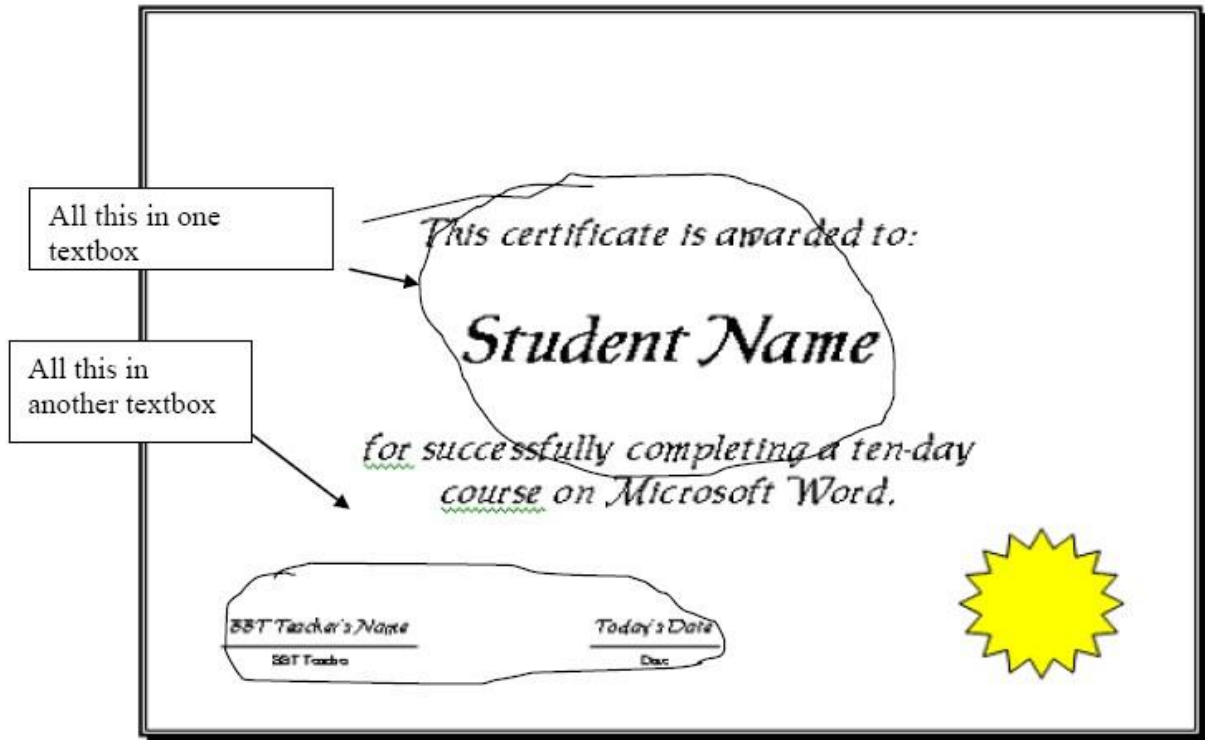


Activity 4 Certificate

Design a certificate in the format shown below.



Directions

1. Create a new Microsoft Word document.
2. Save the document as: **Last Name, First Name - Activity 4** in your U:\BBT9\MS Word Module folder.
3. On the Page Layout tab, set the page **Orientation** to **Landscape**.
4. Insert a page border of your choice.
5. Insert a text-box.

6. Look on the **Drawing Tools Format** tab for the **Size** ribbon. Change the text-box size is to be: **Height = 3.5" and Width = 8.5"**
7. With this Text Box selected, remove the **Shape Outline** and change the **Shape Fill to No Fill**.
8. Type in:

"This certificate is awarded to:

Your Name Here

for successfully completing a ten day course on Microsoft Word."
9. All text except your name is to be **28pt Lucida Handwriting**.
10. Your name is to be **48pt, Bold, Lucida Handwriting**.
11. The large text-box is to be **centered** both horizontally and vertically.
12. Now let's add the smaller text-box.
13. The smaller text-box is to be: **Height = 1" and Width = 6.5"**. It's Shape outline and Shape fill are also to be removed.
14. "BBT Teacher's Name" and "Today's Date" are to be **14pt**.
15. Five Tab positions are to be placed between them. (*Tab key on keyboard, 5 times*)
16. Press **Enter** key to leave a full line of space between the two lines of text.
17. Type in the words "BBT Teacher" and "Date". They are to be **10pt** in size.
18. Use the **Tab** key and **Space** bar to center these words under "Teacher's Name" and "Today's Date".

19. Align the position of this Text Box to the **bottom, left of the page**, relative to the margin.
20. Insert a line using the **Line Tool** from the **Shapes** button on the **Insert** tab. Place a line under the “Teacher’s Name” and another under “Today’s Date”.
21. Drag the mouse to insert the **16-Point Star** shape from the **Shapes** button. Set its size to **1.5”**.
22. Change the **Absolute Position** of the star to: Horizontal = **8” to the Right of the Page** and Vertical = **6” below Page**. Change the Shape Fill color of the star to **yellow**.
23. Insert the **fhslogo.gif** image as a watermark by selecting **Watermark** from the **Design** tab. Choose **Custom Watermark** from the menu and select **Picture** watermark. Browse to locate the fhslogo.gif.
24. Save the certificate again with the filename **Last Name, First Name - Activity 4** in your U:\BBT9\MS Word Module folder.
25. Once you have completed the activity be sure that you show me your work so that I can assign you a mark.